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16 December 1958

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MEMORANDUM FOR:

SUBJECT : Dissemination of Intelligence Information Reports by OCR.

*Preservation by*

*OCR*

WHY

1. The CIA and other USIB Agencies collect intelligence information and interchange same in accordance with the basic directives of the National Security Council issued pursuant to the National Security Act of 1947.
2. CIA Regulation 1-130 directs that the AD/OCR, among other functions, shall "receive and disseminate, in accordance with current requirements, all incoming positive foreign intelligence information and intelligence," and "develop and implement dissemination policies and procedures in co-ordination with other offices of CIA and of the intelligence community."

VOLUME OF INFORMATION REPORTS PER MONTH

1. CIA (OO, CS and CR reports)	6,000
State (Foreign Service Despatches)	7,500
Army	3,000
Navy	2,000
Air Force	4,500
	<u>23,000</u>
	TOTAL

(Reports currently average about 5 pages)

2. Reproducible masters of the reports are normally received by headquarters of the respective Agencies and distributed to the various offices within each Agency and to other Agencies. The number of copies of each report distributed varies from 20 to over 100; e.g., 85 copies are made of each OO-B report by CIA.
3. Many of the information reports transmit enclosures which vary from brochures, maps, pictures and books to actual goods such as a pistol or a can of gasoline. These items (enclosures) may be received in single copy or not at all. Of the enclosures received during the month of October 1958, nearly 2,000 were in single copy; many more enclosures were not received but an estimate of the number is not available. The obtaining of enclosures by analysts is both time consuming and difficult.

*by CIA or other agencies*

*Problem: - To answer copy of reproduction and critical intel*

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#### DISSEMINATION REQUIREMENTS OF USER OFFICES

1. CIA exchanges with State, Army, Navy and Air Force a set number of copies of each information report disseminated. For example, we automatically send 6 copies of each OO-B and CS report to Army and in turn receive 7 copies of each Army information report.
2. Within CIA there are some 130 separate points <sup>who have denied active law</sup> with reading requirements on ~~file in~~ OCR. ~~These points vary from large offices to individuals.~~ We disseminate to two points in ORR (the ORR Reading Panel and the Current Support Staff), to 13 points in OSI, to 70 points in OCI, to OIS as well as to TSS in the DD/P area, to several offices in the DD/S area and to other offices ~~and individuals.~~ In addition, for CIA reports, we disseminate to the Bureau of Foreign Commerce, USIA, ICA and certain other outside agencies against requirements.  
*R.*
3. A report on the guidance system of a guided missile must be disseminated to OSI (GM), OSI (Elect.), ORR, PIC/DD/I, Office of Communications, and others depending on the incidental information in the report such as names of individual scientists or laboratories, or source of report, etc.
4. A summary of the dissemination requirements of CIA offices is attached as <sup>available for review</sup> ~~Appendix A~~ *if the Com. desire.*

#### DISSEMINATION PROCEDURES IN CIA

##### CIA Reports

1. Reproducible masters are sent by the collecting offices to the Printing and Services Division where set number of copies are made and distributed to Army, Navy, Air Force, State, NSA; to the collecting office; and to OCR.
2. In OCR the reports are received, "batched", read for dissemination and distributed within two to three working days after receipt; in addition, one copy is processed into the Intellofax System (coded, index (IM) cards prepared and filed, microfilmed and aperture cards filed) within 8-10 working days after initial receipt. The copies for OCI and the CUS/ORR are withdrawn at the dissemination stage for courier pick-up. The reports are "batched" i.e., a few (up to 18) are placed into numbered envelopes, to control the processing of the reports through the system.

##### Non-CIA Reports

1. The standard number of copies are received in OCR and processed in the same manner as CIA reports except for "screening" of the reports prior to "batching". The screening step selects out those reports which do not meet indexing standards for the Intellofax System. Such reports currently total about 7,000 per month. They are read for dissemination and distributed without going through the "batch" system.

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2. Because of the fewer number of copies received of Non-CIA reports, many reports must be routed to several different points to satisfy customers' requirements.
3. In order to make some of the single copy enclosure material available for use within CIA, such enclosures are loaned in the master stage on a selected basis by Army, Navy and Air Force to OCR for 24-48 hours. These masters and enclosures are coded and microfilmed into the Intellox System and are available in the CIA Library when the copies of the transmittal reports are later distributed.

COMMENTS ON RAPID DISSEMINATION TO MAJOR OFFICES

1. Assuming that the field posts could identify major subjects on each report and such reports could be routed automatically to those major offices responsible for such subjects, it is apparent that each major office would have to read the reports for the various points within their own offices. This is essentially what OCR does today. However, if we assume that the major offices make up 90 of 100 points to which OCR now disseminates, it would still be necessary for some to read for the additional 50 points.
2. A study should be made to determine which offices require their own reading panels and which could best be serviced by a central reading panel; what is most efficient for one office may not be for another due to size and complexity of requirements.
3. Rapid transmittal from the field is certainly needed for some categories of subject matter. Rapid dissemination within the intelligence community as well as within each agency is essential. However, to prevent the distribution of unwanted material on a wholesale basis and the non-distribution of pertinent material to the many points now serviced a central dissemination panel is essential.

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Chief, Document Division, CR

Attachment

Appendix A (as stated above)